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Records

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF DEFENSE MOBILIZATION

NON-MILITARY DEFENSE PROGRAM MEMORANDUM

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Continuity of Government
Availability of Indispensable Records for Emergency Use

REFERENCE: Bureau of the Budget Bulletins No. 51-14 and 52-5

1. Purpose. To prescribe revised procedures, in agreement with the Bureau of the Budget and the General Services Administration, for reporting progress in the maintenance of indispensable records needed for emergency operations. Reference Bulletins are being rescinded by the Bureau of the Budget.

2. Status Reports. Each department and agency will submit in duplicate a Status Report on Indispensable records to the Records Management Division, National Archives and Records Service, General Services Administration, Washington 25, D. C., within two weeks following June 30 and December 31.

- a. The first semi-annual report under this procedure will be submitted within two weeks following June 30, 1954. Under the revised procedure the initial report will be complete and will supersede all previously submitted reports.
- b. When a change has been made in the location of the records repository, a report will be immediately submitted.
- c. Status reports will contain the information indicated in the report form attached, and will carry the lowest appropriate security classification.

3. Information. Additional information concerning the indispensable records program may be obtained from National Archives and Records Service, General Services Administration, National Archives Building, (Code 151). Extension 5185.

4. General Progress. The General Services Administration will advise the Director, Office of Defense Mobilization, semi-annually of the general progress of departments and agencies in maintaining indispensable records.

DDIA - Chrono

DDIA - Subject

STATUS REPORT

Date 30 June 1967

Indispensable Records for Emergency Use.
(Records may be duplicates, microfilm or summaries)

Records Management Division, National Archives and Records Service
General Services Administration, Washington 25, D. C.

From: Central Intelligence Agency
(Department or Agency)

(Major Bureau or Office)

1. a. Location:

☒ Special Records Repository or ☐ Key Field Office

(Room number, street address) (City and State)

b. If reliance is placed on assembling duplicates now located in field offices, so indicate _____. In such event officials named in paragraph 3 must be cognizant of plans.

2. Brief identification of records by location:

(Continue on reverse side if necessary)

Classified information - Records in possession of the agency which are essential to its continuance and which if destroyed would constitute a serious or irreparable loss.

3. Officials authorized to make records available: (within security limitations).

a. In Washington (two officials cognizant of plans)



b. Outside Washington (two officials at different locations cognizant of plans)

(Name)	(Name)
(Business address, phone number)	(Business address, phone number)
(Home address, phone number)	(Home address, phone number)

4. a. Is your agency's program in full operation and now capable of meeting emergency requirements? ☒ Yes ☐ No

b. If your program is not in full operation, indicate factors causing delay, and estimated date of readiness. (Use reverse side of this form for comments.)

5. A copy of this report has been forwarded to the officials named in paragraph 3-b.

REPORTED BY: L. K. White, Deputy Director
(Name and Title)

Code 113, Ext. 717
(Code and Extension)